	RECORDS CONTRL SCHEDULE			DATE PREPARED	
CE.	OFFICE OF OPERATIONS, FOREIGN DOCUMENTS DIV	ISION. OF	TOT OF THE CHIEF	APPROVING	
35 A	FILES IDENTIFICATION (Title, description, srongement, and inclusive dates)	VOLUME	TYPE OF FILING		
1.	DIVISION SUBJECT FILE				
	Consists of correspondence, reports, surveys and other papers which document the policies and operations of the Division pertaining to exploitation and translation of foreign language publications; the file also includes records that	4.7	h drawer legal safe	Permanent. Disposal not authorised. Cut off at end of each calendar year; retain in current files area 1 year and transfer to CIA Records Center.	Agent or the reservoir
2.	accumulate in directing the Division's programs. Filed according to Agency File Hanual. (1946-1954) TOP SECRET FILES				
	These are top secret documents which reflect the activities of the translation requirements function of the FIM support for various projects. They consist of top secret correspondence, reports, translations and documents. Filed by document number.	2.0	h drawer legal safe	To be reviewed for possible downgrading or destruction. Retain in current files area indefinitely.	
	(1947–1953)				
3.	LIBRARY REFERENCE MATERIAL				
	These are bound books, technical manuals, dictionaries, almanacs, etc. Used as a ready reference. a. Agency material b. Personal property	1.0	h shelf book- case	Permanent. Retain indefinitely except that material when no longer needed will be returned to the Library. Personal property retained by individual	44.

	RECORDS CONTR. SCHEDULE			DATE PREPARED	And the second of the second o
ĈE.	DIVISION BRANCH ADMINISTRATIVE STAFF	Auditori menyumat santono promitor posmesano.	$. We ded With a place where $A V = \lambda (A + \lambda + $	<u> </u>	2
М	FILES IDENTIFICATION (Title, description, arrangement, and inclusive detex)	volume (Lines: Fr)	TYPE OF FILING		etions
B CONTRACTOR	STAFF BUBJECT FILE	The second secon	And the state of t	THE STATE OF THE S	V
Acceptant state of the control of th	These files accumulate in the general administration and operation of the Division and are used for administrative and planning purposes. They consist of correspondence, memos, reports and forms pertaining to various personnel matters, training, T/O's, budget, security, career service, requisitions, stock control and other similar subjects relating to the activities and functions of the office. Filed according to Agency File Manual. (1946-1954)	6.4	i drawer legal safe	Temporary. Destroy after years. Cut off at the er of each calendar year; rein current files area 1 ; and transfer to CIA Recordenter.	od e tain Year
	INDIVIDUAL PERSONNEL MOLDERS These files consist of extra dopies of personnel documents which reflect accessioning, transfer, assignment, promotion, and separation of employees; also training courses attended, personal qualifications, leave, personnel evaluations, security violations and other information acquired in the administration of personnel activities of the division. Filed alphabetically by surname. (Current)	6.0	4 drawer legal safe	Temporary. Destroy 6 mon after employee is separat Place in inactive file up meparation of employee. in current files area 6 m and destroy.	ed. on Retsin

	Approved For Release RECORDS CONT	2 005/11/2 1 ROL SCHEDO	: CIA-RDP70-00211	R000300010003-3
TEM:	files wentification (Title, description, errangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING	DISPOSITION INSTRUCTIONS
6.	EMPLOTEE RECORD CARDS These are Standard Form OF-LAB "Employee Record Card" on all FDD personnel containing information extracted from FDD personnel files, such as, employee name, grade,	.3	17 drawer Kardex	Temporary. Destroy upon separation from the Agency; upon intra-agency transfer forward to gaining office.
	salary, position, promotion, etc. Due to arrangement of cards, file is also used for filling T/O vacancies, planning FDD activities, replacements, etc. Filed by office organization and by positions thereunder. (Current)			
7.	LANGUAGE TRAINING FILES		· · · · · · · · · · · · · · · · · · ·	
	These are individual files on the Division's language trainees which contain the exemination results and progressive reports during training. Upon completion of training the written examination and an evaluation are incorporated in employee's personnel folder. (Current)		h drawer legal safe	Temporary. Destroy after 3 months. Place in inactive file when training is completed; retain for 3 months and destroy.
8.	LANGUAGE EXAMINATIONS			
-	This file consists of the written results of language examination given to applicants or non-FDD personnel to determine their potentialities. They contain the completed examinations together with the reviewing officer comments or evaluation and grades. Filed alphabetically by surname.	2.0	lı drawer logal	Temporary. Destroy after 2 years. Cut off file at end of each year retain in current files area for 2 years and destroy.
	(1950-1954)		No. of the second secon	

6.5			(: CIA-RDP70-00211	
	RECORDS CONT	ROL SCHEOU	EST CONTINUATION	SHEET
TEM NO.	FILES : DENTIFICATION (Thrie, description, arrangement, and inclusive dates)	VOLUME (LIERST Ft)	MELE OF FILING	0/SPOSITION INSTRUCTIONS
	MAIL LOGS (CONTINUED) d. Ledger type book used to record incoming periodicals, publications and intelligence reports due to large and varied volume of meterials received. Maintained categorically for quick reference purposes.	⊕	h drawer legal safe	Temporary. Destroy efter 1 year. Begin new file each year; retain in current files area 1 year and destroy.
	e. Documents Receipts. These are retained copies of unsigned classified document receipts prepared by the Division for distribution of material outside of the Agency. Copies retained as suspense and reference.file.	•1	li drawer legal safe	Temporary. Destroy after 1 year; cut off file at end of each year; retain in current files area 1 year and destroy.
	couriers classified mail receipts (Form 35-16) signed by couriers for pick-up of material for delivery to addressees. Filed by courier number. (1953-1954)	, 5	3 x 5 card boxes	Temporary. Destroy after 1 year. Out off file at end of each calendar year; retain in current file area 1 year and destroy.

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RE (7	EPORTS BRANCH EPORTS BRANCH Title, description, errangement, and inclusive dates) BRANCH SUBJECT FILES	YOLUME (Linear Ft)	TYPE OF FILING	APPROVING OFFICE.		
12. E	Title, description, errangement, and inclusive datus)		TYPE OF FILING	- Commence		
I	BRANCH SUBJECT FILES		EQUIPMENT	î		
f				L	'As	
s o n 1 1	These files document the Reporting function; operations of the Division. They consist of correspondence, reports, studies and other papers relating to collection, translation and dissemination of reports and publications, records management, security, inter-agency, liaison, editing, screening and procuring foreign documents, statistical reports and similar subjects covering the activities of the Branch. Filed according to Agency Manual.	7,2	h drawer legal safe	authorized. end of each ; current file incorporate	Disposition not Cut off file at year; retain in s area 1 year and with item 1 for CIA Records Center.	
T c p p c v i	CONSOLIDATED TRANSLATION SURVEY FILES These are central cross-indexed 3 x 5 card files of all foreign language exploitation and translation projects in process or completed by all IAC Agencies, other governmental organizations, private institutions, and commercial houses. They are used for reference purposes by the IAC agencies to prevent duplication of effort, Cards are cross-indexed by subject, country, author, source and document numbers. (1947-1954)	38.0	i drawer card safe	Permanent. authorized by	Disposal not y this schedule.	

	RECORDS CONT	ROL SCHED	THE THE NUMBER OF THE PARTY OF	N SHEET
TE≱ NO.	FILES IDENTIFICATION (fire, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	THE OF PILING EQUIPMENT	DISPOSITION INSTRUCTIONS
II.	INFORMATION REPORTS			
X1	This file consists of a single copy of all the Divisions published reports, such as, reports, summaries, periodical	140.0	Shelving in vaulted area	Permanent, Disposition not authorized by this schedule.
	abstracts and other information reports. Used for reference purposes within the Division. Copies of most reports are available in Records Center for distribution. Filed categorically and by report number. (1946-1954)		The state of the s	
15.	GRAPHICS FILE	Table 1 A STATE OF THE STATE OF		
	This is a 3 x 5 suspense card file recording foreign language material forwarded to Graphics Register for reproduction of selected pictures. Filed chronologically and by report number thereunder.	.1.	4 drawer legal safe	Temporary. Destroy after 6 months. Place in inactive file when material returned from Graphics; retain for 6 months and destroy.
16.	PROJECT RECORD CARD FILE			
	This is a status record on all projects in process or completed by the Division. The information recorded includes the title, source, language, number of pages, requirement number, date of publication, publication number, etc. It is used for maintaining a control on projects in process and for compiling monthly production reports for the Division.	1		
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Е м Э.	FILES (DENTIFICATION (Title, description, arrangement, and inclusive datas)	VOLUME (Linear Pr)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS	
	PROJECT RECORD CARD FILE (CONTINUED)	and pro college			
	a. 5 x 8 card file used in servicing inquiries concerning the articles appearing in the "Consolidated Translation Survey" Publication. Filed numerically by project number. (1947-1954)	14.0	5 drawer card safe	Permunent. Disposal not authorized by this schedule. Retain in current files area indefinitely.	
	b. Press Record Form 58-3 recording number, title, publication number and date of newspaper type information. Filed chronologically.	•5	h drawer legel safe	Indefinite. To be destroyed when information is incorporated in the CTS file.	
17.	REQUISITION FILE		ON WEIGHT		
	These are copies of requests for reproduction (Form 36-2) of all reproduction work, copying and bookbinding required by the Division.	•	5 drawer card	Temporary. Destroy after 1 year Cut off file at end of each year retain in current files area 1 year and destroy.	÷
18.	REQUIREMENTS	A De la Time Marie de Carlos de Carl			
e,	a. These are requests served on the Division by other offices of the Agency and other members of IAC for exploitation or translation of foreign language material. They consist of specific requirements and translation service requests. Filed numerically by Office number.	8.1	it drawer legal safe	Temporary. Destroy after 3 years. Place in inactive file when request answered; hold in current files area and destroy.	
	b. Guide-type requirements for continuous exploitation for varied information.	1.4	4 drawer logal	Temporary. Destroy when super- seded or cancelled.	

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**	Approved For Release		: CIA-RDP70-00211	
TEM .	ribes identification (fitte, description, arrangement, and inclusive dates)	VOLUME (Linear Fi)	TYPE OF SILING	DISPOSATION INSTRUCTIONS
7.9	PROJECT RECORD SREETS a. Consist of Form 58-7 detached from FDD reports when project completed which are used to prepare information reports and retained for reference purposes. Info substantially duplicated in Item 16. Filed by Office and chronologically there-	4.0	ù drawer legal safe	Temporary. Destroy after 3 months. Gut off file at end of each 3 months; retain in current files area 3 months and destroy.
	under. (1952-1954) b. Project record sheets maintained on special projects. No duplication elsewhere. Filed by Office number. (1950-1954)	•2	l, drawer legal safe	Tamporary. Destroy after 2 years.
20.	a. These are compiled statistical reports for the Division based on monthly reports and work sheets. Information relates to the number of requirements served on the Division by offices, languages, pages, cost, type, and other pertinent information used for figure comparison's and for various computations. Also a constant source of reference. Filed chromogically. (1952-1954)	TRANSPORT	h drawer logal safe	Permanent. Disposal not authorized by this schedule. Retire to CIA Records Center when 3 years old. Incorporate with item 1 for transfer to the Center.
	b. These are the work sheets used for compiling the statistical reports in a shove. (Work sheets for years previous to 1952 have not yet been consolidated into a final report). (1949-1954)	2.0	lı drawer legal safe	Temporary. Destroy 6 months after report has been compiled.
			The state of the s	

21. 100 BOOKS 22. 100 BOOKS 23. A record of locuments received for abstracting. Lists the number, date in and out, branch to which assigned, etc. for control purposes. 22. 11. 12. 13. 14. drawer legal safe cut off file at end of retain 1 year and dest retain 1 year and dest cut off file at end of cut of	each year; roy.
A record of locuments received for abstracting. Lists the number, date in and out, branch to which assigned, etc. for control purposes. b. A listing of unclassified translation contract numbers, requirements and branch Used for assigning UT number. c. A listing of numbers assigned to project prepared by Division. Lists number, branch, requirement and preparing official. Used for control. d. A listing of publication numbers assigned to Division reports. Lists publication number, project number, branch, date to and from Division. Used for	each year; roy.
for abstracting. Lists the number, date in and out, branch to which assigned, etc. for control purposes. b. A listing of unclassified translation contract numbers, requirements and branch Used for assigning UT number. c. A listing of numbers assigned to project prepared by Division. Lists number, branch, requirement and preparing official. Used for control. d. A listing of publication numbers assigned to Division reports. Lists publication number, project number, branch, date to and from Division. Used for	each year; roy.
contract numbers, requirements and branch Used for assigning UT number. c. A listing of numbers assigned to project prepared by Division. Lists number, branch, requirement and preparing official. Used for control. d. A listing of publication numbers assigned to Division reports. Lists publication number, project number, branch, date to and from Division. Used for	ton I was
ect prepared by Division. Lists number, branch, requirement and preparing official. Used for control. d. A listing of publication numbers assigned to Division reports. Lists publication number, project number, branch, date to and from Division. Used for	each year;
signed to Division reports. Lists publication number, project number, branch, date to and from Division. Used for	each year;
	each year;
e. Log by project number, of published reports, listing typist and proofreader. Used to record information on project cards.	each year;
22. CONVENIENCE FILE (READING)	
Extra copies of cutgoing correspondence and memoranda maintained for convenience of reference. Filed chronologically. La drawer legal safe Cut off at end of each year; retain in current area 1 year and destroy	calendar t files

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ETEM	FILES IDENTIFICATION	VOLUME	TYPE OF FILING	DISPOSITION INSTRUCTIONS
NO.	(Trile, description, arrangement, and inclusive dates)	(Linear Pt)	EQUIPMENT	
23.	OUTSIDE TRANSLATION INDEX			
AMERICAN CONTRACTOR AND	A 3 x 5 card file on unclassified trans- lations done outside FDD. Used as a suspense file, record of daily operational work and estimates for fiscal purposes. Filed by contract number. (1951-1954)	•6	կ d rawer legal safe	Indefinite. Project in experimental stage.
24.	REFERENCE PUBLICATION FILE			
A PARA PARA PARA PARA PARA PARA PARA PA	Consist of copies of NSC, NIS, charts, regulations, memos, requirements, pamphlets, newspaper clippings, etc. Maintained by the Editorial Section and filed by type of issuance.	3.5	lı drawer legal safe	Temporary. Destroy when super- seded or no longer needed.
25.	LIBRARY MATERIAL	or and a second	is supplying and the state of t	
	Consist of encyclopedias, dictionaries, gazeteers, year-books, etc. maintained as a ready reference.	20.0	Bookcases	Permanent. Return to Library when no longer needed.
26.	BOOK PURCHASE FILE			
	These are card files maintained on books purchased for the Division through the Library to be used as reference material.			
	a. Library Purchase Order Forms made in quadruplicate by the requestor, pink copy retained as a suspense copy, remainder sent to CIA Library. Filed by office control number.	1.5	i drawer legal safe	Temporary. Destroy when order has been filled or cancelled.

	FILES IDENTIFICATION (Title, description, direngement, and inclusive dates)	VOLUME (Linear Pt)	TYPE OF FILING	DISPOSITION INSTRUCTIONS
	BOOK PURCHASE FILE (CONTINUED)	Control on the second	100 18 10 100 100	
	b. Document Request Card			
	A 3 x 5 card record of all books purchased for or on loan to the Division. Used as a control and reference while book remains in the Division. Filed alphabetically by book title. (1953-1954)		h drawer legal safe	Temporary. Place in inactive file when book is returned to CIA Library.
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t CE.	OFFICIAL BRANCH WESTERN WORLD BRANCH		PPPO-4894 PRINCENSIA (III III III III III III III III III	
E44).	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Fc)	TYPE OF FILING EQUIPMENT	
27.	BRANCH SUBJECT FILE			The second secon
	Consists of extra copies of memos, reports and other papers relating to the administration of the activities of the Branch. Maintained as a convenience file for reference. Filed by subject matter. (1948-1954)	3.3	h drawer legal safe	Temporary. Destroy after 1 year. Gut off file at end of each calendar year; retain in current files area 1 year and destroy.
28.	REQUIREMENTS FILES of		Yes of Calaboration of the	
	a. Copies/operational guide and specific requirements served on the Branch by other offices or agencies. Record copies maintained in Reports Branch. Used for reporting purposes. Filed by requesting office. (1951-1954)	1.3	h drawer legal safe	Temporary. Destroy after 3 months. Place in inactive file when requirement completed or cancelled.
	b. Extra copies of operational requirements maintained by each geographical section for convenience.	4.2	h drawer legal safe	Temporary. Destroy when requirement has been completed, cancelled, or superseded.
29.	RESEARCH AND REFERENCE MATERIAL			
	These are copies of intelligence reports, state dispatches, Army, Navy, Air Force reports, FBIS, NIS, Pamphlets, publications maps, and other material. Used as reference in preparing information reports. Material maintained by each section due to geographical and language variations. Filed by subject content. (1949-1954)	es	h drawer legal safes and cabinets	Temporary. Destroy when super- seded or no longer needed.

	Approved For Release	2005/11/21: (TROL SCH	CIA-RDP70-00211R0	000300010003-3 I SHEET
TEM NO.	FILES IDENTIFICATION (Title, description, errangement, and inclusive dates)	VOLUME (Linear Pt)	TYPE OF FILING	DISPOSITION INSTRUCTIONS
30.	LIBRARY REFERENCE MATERIAL	HARAGA CAN TAKA AND AND AND AND AND AND AND AND AND AN		
	These are bound books, technical manuals, dictionaries, year books, etc. Used for reference purposes.	228.0	Bookcases and on individual desks	Permanent. Retain indefinitely except that material when no longer needed will be returned to the Library.
л.	FOREIGN HIMSPAPERS AND PERIODICALS			
	These are to be emploited, abstracted, translated or otherwise reviewed for the purpose of carrying out the Division's mission. Divided among the sections according to language content. (1953-1954)	277.0	Shelves	Permanent. To be forwarded to Foreign Branch, CIA Library when exploitation completed.
32.	PROJECT RECORD SHEETS			
	Consists of record sheets removed from projects completed by the Branch. Maintained only to prepare monthly production report. Filed numerically by project number. (Current)	.1	h drawer legal safe	Temporary. Maintain one-month level. Destroy when monthly report completed.
33.	PROJECT LOG	estand make, de lacer		
	Ledger-type books used for assigning project number within the Branch and for maintaining a ready reference. Recorded on the log is the project number, title, language, and requirement. (1952-1954)	.1	h drawer legal safe	Temporary. Cut off file at end of each year; retain in current files area 1 year and destroy.
		e control de la managarita de	aranr y	

NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive deter)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
34.		2.0	5 drawer card safe	Temporary. Destroy when no Longer needed.
		.l	5 drawer card safe	Temporary. Destroy when no longer needed.
35.	OPERATIONAL INTELLIGENCE CARD FILES		rezuenta a na na - magnino como como como como como como como co	
	Maintained by each language area and used a a ready reference in preparing information reports.	3		
	a. Abbreviations and glossary files which supplement dictionaries. Maintained by various language area on 3 x 5 cards. Filed alphabetically.	1.2	i drawer legal safe	Temporary. Destroy when glossary published or when no longer needed.
tyen .	b. Index of newspapers and periodicals giving title, editor, address, political affiliation, source and other pertinent data. Maintained on 5 x 8 cards. Filed by title.	.6	h drawer legel safe	Temporary. Destroy when obsolete or when no longer needed.
	c. Personalities. 3 x 5 card files main- tained on names of individuals appearing in foreign newspapers and periodicals giving a brief biographic summary. Filed alpha- betically by surname.	.3	l drawer legal safe	Temporary. Destroy when no longer madded.

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N.	FILES IDENTIFICATION	VOLUME	TYPE OF FILING	A STATE OF THE STA	mind, streeten
	(Fitle, description, arrangement, and inclusive dates)	(Linear Pt)	EQUIFMENT	DISPOSITION INSTRUCTIONS	
	OPERATIONAL INTELLIGENCE CARD FILES (CONTINUED)			Control of the Contro	*
	d. Fairs and conferences. A 3 x 5 file on international fairs and conferences giving date and place and published report number if any. Piled alphabetically.	• 1	4 drawer legal safe	Temporary. Destroy when no longer needed.	
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			4 4 1	## Day 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10	

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OFFICE.	DIVISION, BRANCH RASTERN EUROPE BRANCH			4.44
ITEM NO.	FILES IDENTIFICATION (Title, description, errangement, and inclusive dates)	VOLUME (Linear Pt)	TYPE OF FILING	And the second s
36.	BRANCH SUBJECT FILES			
	Consists of extra copies of memos, reports and other papers relating to the administration of the activities of the Branch. Maintained as a convenience file for reference. Filed by subject matter. (1947-1954)	3.0	h drawer legal safe	Temporary. Destany after 1 year. Cut off file at end of each year; retain in current files area 1 year and destroy.
37.	REQUIREMENTS FILES	American and the state of the s		
	a. Copies of operational requirements served on the Branch by other offices or agencies. Record copies maintained in Reports Branch. Used for reporting purposes. Filed by requesting office.	1.1	t drawer legal safe	Temporary. Destroy after 3 months. Place in inactive file when requirement has been completed or cancelled.
SA AND SECTION	 b. Extra copies of operational requiremente maintained in each geographical section for convenience. 	1.8	h drawer legal safe	Temporary. Destroy upon com- pletion of requirement.
A A COLUMN TO THE COLUMN TO TH	c. 3 x 5 card files duplicating a and b. Used primarily for reference purposes.	.3	4 drawer legal	Temporary. Destroy in accordance with a and b.
38.	REFERENCE AND RESEARCH MATERIAL	- depth as the former and the		
	Consist of copies of intelligence reports, State dispatches, National Intelligence Survey, pamphlets, publications, maps and other material. Used as references in preparing information reports. Material is maintained by individual sections due to geographical and language variations. Filed by subject content.	and the service of th	h drawer legal safe	Temporary. Destroy when super- seded or no longer needed.
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HO.	. FileS DENTIFICATION (Title, description, serengesont, and inclusive dates)	(Linear F1)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
39.	LIBRARY REPERIENCE MATERIAL		NAME OF THE PROPERTY OF THE PR	
ed or the second	These are bound books, technical manuals, dictionaries year books, etc. Used for reference purposes.	173.0	Bookcases and on individual desks	Permanent. Retain indefinitely except that material when no longer needed will be returned to the Library.
Цů.	FOREIGN NEWSPAPERS AND PERIODICALS	A the principle of the party of	in the state of th	
manus A radio ser en Archer e este está de la companya de la companya de la companya de la companya de la comp	These are to be exploited, abstracted, translated or reviewed for the purpose of carrying out the Divisions mission. Divided among the sections according to language content. (1952-1954)	123.0	Shelves	Permanent. To be forwarded to Foreign Library when exploitation com- pleted.
ш.	ABSTRACTS		endadades a serpres - comp	
	Copies of abstracts of documents for immediate use of CIA offices. Abstracts do not appear in published form. Retained for reference purposes. Filed by subject. (1951-1954)	2.3	4 drawer legal safe	Temporary. Destroy when no longer needed.
42.	PROJECT LOG	CONTRACTOR CONTRACTOR	Application of the state of the	
Compartment of the compartment o	a. Log book used for assigning project numbers within the Branch and for maintaining a ready reference. Information recorded is the project number, title, date, requirement, language and pages. (1951-1954)	.1	կ drawer legal safe	Temporary. Cut off file at end of each year; retein in current files area 1 year and destroy.

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TEM HO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING	DISPOSITION INSTRUCTIONS	
e de la companya de l	PROJECT LOG (CONTINUED) b. 3 x 5 card file maintained on projects in process or completed. Filed by requirement number and office. Used for control and in preparing monthly production reports		5 drawer card safe	Temporary. Maintain one month level. Destroy when monthly report completed.	
43.	OPERATIONAL INTELLIGENCE CARD FILES Maintained by each language area and used as a ready reference in preparing information reports.				
	 a. Abbreviations and glossary files which supplement dictionaries. Maintained on 3 x 5 cards and filed alphabetically. 	6,6	5 drawer card safe	Temporary. Destroy when dictionary published or when no longer needed.	5
	b. Index of newspapers and periodicals giving title, editor, source, political affiliation, and other pertinent data. Maintained on various sized cards. Filed by title.	.5	5 drawer card safe	Temporary. Destroy when obsolete or when no longer needed.	
	c. Personalities Card files maintained on names of individuals appearing in foreign newspapers and periodicals giving brief biographic summary. Filed alpha- betically by surname.	.8	5 drawer card safe	Temporary. Destroy when no longer needed.	
derica de cada de desentación de desentación de la cada de desentación de desenta	d. These cards contain information on organizations, unions, ministries and other groups which is extracted from the foreign documents and used as reference material. Filed categorically in each language area.	2.3	5 drawer card safe	Temporary. Destroy when no longer needed.	
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			oconici.		,

ivá	files BENYTHICATION (Title, description, secondone, and inclusive dates)	VOLUME (Linear Pt)	TYPE OF FILING EQUIPMENT	CISPOSITION INSTRUCTIONS
enie da ceria	OPERATIONAL INTELLIGENCE CARD FILES (CONTINUED)			ACCOUNTS TO A STATE OF THE STAT
	e. Scan cards. Information is carded as a result of scanning through foreign newspapers and periodicals. A brief summary is made of articles though to be of possible future reference in preparing a report. (1953-1954)	e E	5 drawer card safe	Temporary. Destroy when no longer needed.
	f. 3 x 5 card file recording all un- classified translations done outside the Division. This care duplicates of records maintained by Records Section.	.2	5 drawer card safe	Temporary. Destroy when no longer needed.
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		and a make to the country of the cou		
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FFICE.	DIVISION, BRANCH USSR BRANCH	oora vaar vaaraduseen as vaaraduseen saaraduseen saaraduseen saaraduseen saaraduseen saaraduseen saaraduseen s	inn ann an Aireann an	APP RI
TEM	Files identification (Title, description, strangement, and inclusive dates)	VOLUME (Linear Pt:	TYPE OF FILING	
Lilia	BRANCH SUBJECT FILE			
	Consists of extra copies of memos, reports and other papers relating to the administration of the activities of the Branch. Maintained as a convenience file for reference. Filed by subject matter. (1949-1954)	1.5	h drawer legal safe	Temporary. Destroy after 1 year. Cut off file at end of each year; retain in current files area 1 year and destroy.
45.	REQUIREMENTS FILES	A Part of the state of the stat		
	a. Copies of operational guide requirements and specific requirements served on the Branch by other offices or agencies. Record copies maintained in Reports Branch. Used for office reference and reporting purposes. Filed by requesting office. (1952-1954)	1.5	h drawer legal safe	Temporary. Destroy after & months. Place in inactive file when requirement completed or cancelled.
**	b. Extra copies of operational requirements maintained by each functional section for convenience.	1.4		Temporary. Destroy when requirement has been completed; cancelled or superseded.
- 1984	c. 3 x 5 card file index to Branch requirements for easy reference. Filed by office and numerically thereunder.	•1	d drawer legal safe	Temporary. Destroy when requirement completed, cancelled or superseded.
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		2.46	e out une objeti	Transport

TEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	(Linear Ft)	EQUIPMENT	DISPOSITION INSTRUCTIONS
46.	REFERENCE AND RESEARCH MATERIAL	TITLE BY COMMAND	A CONTRACTOR OF THE CONTRACTOR	
And the content of th	These are copies of intelligence reports, State dispatches, Army, Mavy and Air Force reports, National Intelligence Surveys, pamphlets, publications, maps, also rough drafts of completed reports. Used as references in preparing information reports. Material maintained by each section due to geographical and technical variations. Filed by subject content. (1947-1954)	66.5	4 drawer safe and 5 drawer map case, 4 drawer legal cabinet, and open shelves	Temporary. Destroy when superseded or no longer needed. (Rough drafts should and be retained on a selective basis onl
47.	LIBRARY REFERENCE MATERIAL			
erandersum a.	These consist of bound books, technical manuals, dictionaries, year books, etc. Used for reference purposes.	205.0	Bookcases and individual desks	Permanent. Retain indefinitely except that material when no longer needed will be returned to the Library.
48.	FOREIGN NEWSPAPERS AND PERIODICALS			
A Life	These are to be exploited, abstracted, translated or reviewed for the purpose of carrying out the Division's mission. Divided among the sections according to functional interest. (1953-195h)	33.5	Shelver	Permanent. To be forwarded to Foreign Branch when exploitation completed.
49.	ABSTRACTS	AND THE PROPERTY AND TH	The second secon	To obtaining the state of the s
1	Copies of abstracts of documents for immediate use of CIA offices. Abstracts seldom appear in published form. Retained for reference purposes. Filed by subject. (1951-1954)		lı drawer legal safe	Temporary. Destroy when no longer need

>+	Approved For Release CORDS COR	TROL SCHED	THE TIP TIP	# SHEET	
YEM MG.	FILES IDENTIFICATION (Title, description, errandounds, and inclusive deten)	(Linear Pt)	TYPE OF FILING	BISPOSITION INSTRUCTIONS	Anticological Articles
50.	IOG BOOKS		A A COLOR OF THE PARTY OF THE P		and the second s
STATUTE A THE STATE OF THE STAT	a. No tebook-type log for assigning press reports by number, title, page and date. (1949-1954)	enade aproprietation of the control	it drawer legal.	Temporary.	
i (PMASSPROVIEWSPROME - CVARA, all-cvall basselfe bereiter sene beer bestelle bestelle	b. Notebook-type log used for recording project mushers within the Branch and for maintaining a ready reference on projects within the area. Gives the project number, title, requirement, date and linguist. (1950-1954)		i drawer legal	Temporary. Gut off file at end of each year; retain in current file area 1 year and destroy.	
eli decore al vello l'internetta	e. Log listing non-Russian language news- papers received by title and date.	-1	4 drawer legal	Temporary.	
t e de la companya de	d. 5×8 card file for recording receipt of newspapers and periodicals and their return.	.7	Kardex file safe	Temporary.	
(1	e. Log on all reports produced by each section. by subject.		h drawer legal	Temporery.	
	f. Loose-leaf binders to record names of places and cities in the Soviet. A convenience file.	.2	h drawer legal safe	Resporary. Discontinued in favor of gazeteer or card file.	
51.	OPERATIONAL INTELLIGENCE CARD FILES				
Harrist of the state of the sta	Maintained by each functional area and used as a ready reference in preparing information reports.	het hader en versudestreffe is e.			
	a. Abbreviations and glossary files which supplement dictionsries. Maintained on 3 x 5 and 5 x 8 cards. Filed alphabetically.		5 drawer legal safe	Temporary. Destroy when glossa published or when no longer nee	

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	PFCORDS CONT	ROL SCHEDU	LE & CONFINITION	N SHEET	
I TEM	FILES IDENTIFICATION (Title, description, errangement, And inclusive dates)	VOLUME (Linesr Pt)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS	
	OPERATIONAL INTELLIGENCE CARD FILES (CONTINUED)				
	b. Index of periodicals and books giving title, source, type of material to be found and other pertinent data. Maintain- ed on 3 x 5 cards for reference. Filed by titles.	. 3	Kardem file safe	Temporary. Destroy when obsolete or when no longer needed.	
	c. Personalities. Indices which contain names of indviduals appearing in foreign newspapers and periodicals giving a brief biographic summary. Filed alphabetically by surname.	1h.0	5 drawer card file	Temporary. Destroy when no longer needed.	
	d. Industrial installation cards containing title or names of plants, organization ministries and groups together with data relating to production, organization, etc. Filed alphabetically by name. Maintained on 3 x 5, 5 x 8 and 4 x 6 cards.		5 drawer card file	Temporary. Destroy when no longer needed.	
	e. Document losm records. File on books on losm in the Branch or those requested by the Branch for reference purposes. Information duplicated by Screening Unit.	.2	Kardex file safe	Temporary. Destroy when material returned.	
cor	f. Card collection of information on technical data of interest for possible publication and those which have been published as reports on such subjects as railroad, electricity, construction, metallurgy, water transportation, weather, agriculture and various other subjects. Maintained on various sized cards.	7.0	5 drawer card file	Temporary. Destroy when report published or infermation no longer needed.	
	g. Special project in process for OCD maintained on 3 x 5 and 5 x 8 cards.	5.6	5 drawer card safes	To be forwarded with publication to requester.	
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FTEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	
52.	BRANCH SUBJECT FILES Consists of copies of memos, reports and other papers relating to the admis- istration of the activities of the Branch. Maintained at the Branch and Section levels as a convenience file for reference Filed by subject matter: (1952-1954)	4.0	h drawer legel safes	Temporary. Destroy after 1 year. Cut off file at end of each year; retain in current files area 1 year and destroy.
53.	REQUIREMENTS			
	a. Copies of operational guide and specific requirements served on the Branch by other offices or agencies. Record copies maintained in Reports Branch Used for reporting purposes. Filed by requesting offices. (1953-1954)	3.0	h drawer legal safes	Temporary. Destroy after 3 months. Place in inactive file when requirement completes or cancelled.
Andreas sense (plants) of a plants in the sense (plants) of a plants in th	b. Extra copies of requirements maintained by each geographical section for convenience.	1.3		Temporary. Destroy when requirement has been completed, cancelled or superseded.
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TEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Pt)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
Xt.	RESEARCH AND REFERENCE MATERIAL These are copies of intelligence reports, State dispatches, Army, Havy, Air Force reports, Daily China Press Reports, FEIS, NIS, meps, pamphlets, publications and other material. Used as references in preparing information reports, Haterial maintained by each section due to geographical and language variations. Filed by subject content. (1947-1954)	116.0	k drawer legal safe and cabinets.	Temporary. Destroy when super- seded or no longer needed.
55 e	LIBRARY REFERENCE MATERIAL. These are bound books, technical manuals, dictionaries, year books, etc. Used for reference purposes.	166.0	Bookcases and individual desks	Permanent. Retain indefinitely except that material when no longer needed will be returned to the Library.
56.	FOREIGN NEWSPAPERS AND PERIODICALS		and Advanced to the Advanced t	
	These are to be exploited, abstracted, translated or reviewed for the purpose of carrying out the Division's mission. Divided among the sections according to language content.	328.5	Shelves and he drawer legal cabinets.	Permanent. To be forwarded to Foreign Branch CIA Library. when exploitation completed.
57.	LOG BOOKS			
ARAN, TRAKTAMEN WILEWS SETTMAN TO THE VESSELLE SETTMAN TO THE VESSELLE SETTMAN	a. Ledger type book used for assigning project numbers within the Branch and for maintaining control on projects.	.1	h drawer legal safe	Temporary. Destroy after 1 year. Gut off at end of each year; retain in current files area 1 year and destroy.
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ТЕ н 10 .	FILES (DENTIFICATION (7/11/0, description, wrrangement, and inclusive deter)	YOLUME (Linear Ft)	TYPE OF FILING	DISPOSITION INSTRUCTIONS
57.	100 BOOKS (Continued) b. Loose-last books used to record receipt and disposition of Chinese periodicals and newspapers by title, date, source, etc. Maintained for record purposes.	* 3	4 drawer legal	Temporary. Destroy after 1 year; retain in current files are 1 year and destroy.
58.	OFERATIONAL INTELLIGENCE CARD FILES Maintained by each language area and used as a ready reference in preparing information reports. a. Abbreviations and glossary files on unusual terms. Maintained on 3 x 5 cards or notebooks. Filed alphabetically.	1.6		Temporary. Destroy when glossary publishe or when no longer needed.
es majarocere (n. po maillea) es maillea (n. júlio) de colonia person	b. Index to newspapers and periodicals giving title, source, editor, political affiliation, and other pertinent data. Maintained on 5 x 8 and 3 x 5 cards. Filed by title.	20.	ù drawer legal safe	Temporary. Destroy when obsolete or when me longer needed.
	c. 3 x 5 copies of library catalogus cards of certain material available at Stanford, Rarvard and Hoover Libraries.	. 5	5 drawer card safe	Indefinite. Forward to OCD Library when no longer meded.
a dela ciù indicese un demana recipio per in perior des di con cer esc i incere si cer que del propositi que d	d. Personalities. Contain names of individuals appearing in foreign newspapers and periodicals together with brief biographic sketches. Filed alphabetically by surname. Maintained on various sixed cards.	2•7	4 drawer legal safes	Temporary. Destroy when no longer needed.
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	ENTIFIC TECHNICAL BRANCH	TANK TO A STREET, STATE OF THE		AT HAVING
ITEM NO.	FILES IDENTIFICATION (Title, description, errangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING	ETO DEL LION TRUTTUDATO
59.	BRANCH SUBJECT FILE		To the state of th	
	Consists of extra copies of memos, reports, and other papers relating to the administration of the Branch. Maintained as a convenience file for reference. Filed by subject matter. (1947-1954)	•5	å drawer legal safe	Temporary. Destroy after one year. Cut off file at end of each year; retain in current file area one year.
60.	requirement files		recognition of the second seco	
	a. Copies of operational requirements served on the Branch by other offices or agencies. Record copies maintained in Reports Branch. Used for reporting purposes. Filed by requesting office.	1.5	4 drawer legal safe	Temporary. Destroy after three months. Place in inactive file when requirement has been completed or cancelled.
	b. Extra copies of operational requirements maintained in each section for convenience. (1952-1954)	1.0	lı drawer legal safe	Temporary. Destroy upon completion of requirement.
61,	REFERENCE AND RESEARCH MATERIAL		Transfer of the state of the st	
[Consists of copies of intelligence reports, State dispatches, pamphlets, publications, reports and other material. Used as reference in preparing information reports. Material maintained by individual sections due to functional breakdowns. Filed by type and subject.	19.0	4 drawer legal	Temporary. Destroy when super- seded or no longer needed.

Approved For Release 2005/11/21 GARDP70-00211R000300010003-3

FORM NO. 36-269

NO.	FILES IDENTIFICATION (Title, description, errengement, and inclusive dates)	VOLUME (Linear Ft)	PLEASE PETITING	DISPOSITION INSTRUCTIONS
62	LIBRARY REFERENCE MATRICIAL			
Copp. are and prints, second at an above emblated to the department of prints.	These are bound books, technical manuals, dictionaries, gazeteers, etc. Used for reference purposes.	120.0	Bookcases and individual deaks	Permanent. Retain indefinitely except that material is returned to library when no longer needed.
63.	FOREIGN NEWSPAPERS AND PERIODICALS			
	These are to be exploited, abstracted, translated or reviewed for the purpose of carrying out the Divisions mission. Divided among the Sections according to subject content. (1951-1951)	23•0	Shelving	Permanent. To be forwarded to Foreign B Library when explaitation completed.
óli.	ABSTRACTS			
X1	Copies of abstracts of decuments for immediate use of CIA offices. Abstracts seldom appear in published form. Retained for reference purposes. Filed by number. (1952-1954)	.l	h drawer legal safe	Temporary. Destroy when no langer needed.
65.	LCG BOOKS		a Promise Manager to the William	
	a. Leg books used for assigning project mumbers and control within the Branch and for maintaining a ready reference. Information recorded is project number, title, date, requirement, pages.	•3		Temporary. Cut off file at end of each year end retain in current files/one year and destroy.

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TEM NO.	FILES INENTIFICATION (Title, description, accompanent, and inclusive dates)	VOLUME (Linear Ft)	A DE LITTURE	DISPOSITION INSTRUCTIONS
55 _e	IOG BCOKS (Continuet)			
*	b. Log book of abstracts made from foreign language periodicals. Lists abstract number. (1947-1954)	4.2	u drawer legal safe	Temporary. Destroy when no longer needed.
	e. Log of section's work. Title, number, date, source recorded. Used for reference. (1951-1954	•2		Temporary. Cut off at end of each year. Retain in area one year and destroy.
	d. Log of periodicals received in Section. Lists title, issue number, date of receipt and return. Duplicates information in ARMO file. (1953-1954)	.1	h drawer legal safe	Temporary. Cut off at end of six months. Retain six months and destroy.
66.	PERIODICAL (ARNO) FIIE	or affective to affect the second	The state of the s	
	5 x 8 card file index to Scientific periodicals that have been abstracted, trenslated, or exploited. Filed alphabetically by periodical title. Used for reference to prevent duplication. (1947-1954)	1.3	5 drawer file safe	Temporary. Destroy when no longer needed.
67.	PERIODICAL AESTRACT FIIE	de marconale a come marconale		
<u>ند</u> ي	3 x 5 card file of abstracts from foreign Scientific periodicals, filed alpha- betically by subject. Used for reference and research. (1947-1954)	9.5	5 drawer file safe	Temporary. Destroy when no longer needed.
	er upp programment	and professor parameters.		

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YEM NO.	FILES IDENTIFICATION (Title, description, errangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING	DISPOSITION INSTRUCTIONS
58.	TABLE OF CONTENTS - PERIODICAL ABSTRACTS		The second secon	
r	File of tables of contents of Periodical Abstracts. Used for reference. (1949-1954)	•6	h drawer legal safe	Temporary. Destroy after three months
69.	OPERATIONAL INTELLICENCE PILES	- Marian		
	Esintained by each functional area and used as ready reference in preparing report	en allander de la companya de la com		
	a. Card files of various sizes of scientific news items to be published. Filed alphabetically by subject. (1953-1954)	The state of the s		Temporary. To be destroyed after publication.
	b. 5 x 8 draft card of Periodical Abstracts. Used for checking. Filed by subject. (1953-1954)	•1		Temporary. Destroy after checking.
	e. 5 x 8 file of engineers and engineering institutions of the USSR. Filed alphabetically. (1947-1954)	.2		Temporary. Destroy when superceded or no longer needed.
, w	d. Biographic information of Soviet scientists on various sized cards. Filed alphabetically. (1947-1954)	2-4		Temporary. Destroy when no longer needed.
	e. 3 x 5 card file of electrical terms in German and Russian. Filed alphabetically. (1950-1954)	e 2		Temporary. Destroy when no longer needed.

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	- The second of	Ŀ		DATE PREPARED		<u> </u>
FICE	DIVISION, BRANCH PROPAGANDA ANALYSIS	Paris de la companie	A Committee of the Comm	APPROVING OFF		
TEM O.	FILES IDENTIFICATION (Title, description, strangement, and inclusive dates)	VOLUME (Linear Fr)	TYPE OF FILING			
1.	OPERATIONAL INTELLIGENCE FILES				;- ;-	· ·
	a. 3 x 5 card file of foreign personalities concerned with propaganda. (1953-1954)	6	The state of the s	femporary.	Destroy when no long	ger meede
	b. File of various sized cards of foreign language journals concerned with propagands. Information listed in hibliographicals. Filed alphabetically by country, and subject. (1953-1954)	.1	ù drawer legal safes	Temporary.	Destroy when no long	ger needs
≥.	research and reperence waterial					
	These are files of various aims of reports on propaganda analysis prepared by State Department, CIA, and other IAC agencies, consisting of pamphlets, publications, maps, etc. They are used as reference in	20.9	4 drawer legal safe	Temporary.	Destroy when no long	er used
	preparing information reports. Filed by subject, chronologically. (1953-1954)	* a *				
*	GLOSSARY FIRE					
	3 x 5 card file of certain foreign terms not available in dictionaries.	Į.	4 drawer legal	Temporary.	Destroy when no long	er used.
•	LIBRARY REFERENCE MATERIAL					
1	These are bound books consisting of dictionaries, yearbooks, manuals. Used for reference.	(2 - 3 shelf bookcase	Permanent.	Return to Library who	en no

A. Barra	REQUEST FOR AUTHORITY Approved F 50 R DESPOSED 57F1/RECOGNISH DP70-002	1R00030001	QQQ3-3 Jose	
.	For instructions on the use of this form see National Archives Manual on the Disposition of Federal Records)	JUN 1 5	AD4 TI-M	NA-124
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	VE:	(Date)	ADJURA	* Vebrest stat
I hereby cer	tify that I am authorized to act for the head of this agency in matters pertaining to the	disposal of recerds, so	d that the records	described in this l
A The re	pages are proposed for disposal for the reason indicated; ("X" only one) cords have B The records will cease to have sufficient value C T	he records will have	nested to have a st	olous waters so in.
cient va	to have sufficient value C T to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event anorthed.	he records will have etention in their originary histophotographic cop National Archives	inel form by virtu ics, made in second Council, will be ad	e of the fact the ance with standar lequate substitute
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	Addaintrative Subject Files. These files related and supplies escurity of information; possessive space; printing and repredection; consumination; received travel and transportation; and other if the eperations. These receive consist of correspondents, called, proliningly reports and related reference captus of against and standard form reference captus of against the standard form refer	Appental and the conduction of		
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	Administrative Dubject Files. These files related and supplies; escurity of information; possessive space; printing and representation; consumination records; travel and transportation; and other into operations. These records consist of corresponding operations, calles, preliminary reports and related reference applies of agency and standard form reference and periods to their internal operate administration. They consist of correspondence administration. They consist of correspond and administration. They consist of correspond and administration of a factor of particular and columns of a factor of agency and consist and a factor of a fact	density the state.		DISPOSAL APPRO
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	Addinistrative Subject Files. These files redspectation, training; fiscal, procurement of egone supplies, essentia of egones; printing and reproduction; communication records; travel and transportation; and other in specials, chies, preliminary reports and relative contacts, chies, preliminary reports and relative complete of agency and standard form relative translated training and standard form relative branches and pertain to their internal operate actual standard for internal and administration. They consist of correspond actual standard for higher expendentiated not consist a formard for higher expendentiated not	density the state.		
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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS-Continuation Sheet

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ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OF RETENTION PERIODS)	9. Sample or Job No.	10. ACTION TAKEN
	language Masmination File. This file consists of written examinations given to selected igency applicants or exployees. They reflect written results and the ruwlending officers consents on the language potentialities of individuals who have been examined for language finesty.	· ·	DEPICAL AFFROVED
	Retain 2 years		
	Enquirements Files. This file consists of individual requests placed open the Division for the translation of foreign language periodicule, newspapers and other singler material.		EMBROSH, OPPRINCE
	Machalan A process		
5.	Project Records Sheets. This file consists of Form 56-7 or similar forms meed to control the processing of translations. The form is ettached to sech translation project and consists of such information as title, sucree, language, master of pages, requirement member, date of publication and other limitifying information. Open completion of the project, the particular information is transferred to an index card, which is retained.	,	029POSAL APPRINCED
	torms covering published translations.		e miga ingani maga maga maga maga maga maga maga mag
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T.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6	Onide Apprirement Files. These files consist of guide type requirements for the continuous collection or exploitation of information from foreign periodicals, namepapers and other publications.		OISPOSM. APPROVED
	Retain until obsolete or superceded.		
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APPRAISAL REPORT

Maposal Job No. II-MNA-1243

All of the functions of this division are performed at agency headquarters; it has no field offices or notivities. Among those records of the division that are not proposed for disposal on this schedule are the general records of the office of the division chief; a complete file of the division's published information reports, embodying the main product of its work; and a file of statistical reports and studies of its operations. In addition, the resemble with which it works, consisting chiefly of foreign newspapers, periodicals, and other publications, are sent to the agency's library after it has dealt with them and remain personnelly evallable there.

Approved:

- Them 1. These files are accumulated by the division in the course of the regular internal administrative routine, for housekeeping and related purposes. They are covered in part by applicable general schedules. Besic documentation of all functions referred to is to be found in the files of the several administrative divisions charged with primary responsibility for them. Hone of the records is required to satisfy property or fiscal accounting needs of the agency and none is directly related to the substantive operations performed by the division. Their value is limited, in general, to serving normal administrative reference needs.
- Item 2. The division is composed of a number of branches set up on a geographic basis. Each of these maintains a small administrative file, chiefly for control of its own internal operations. Any transactions of sufficient soope to extend beyond the branch would be documented at higher cohelons, in the Administrative Subject Files (item 1), or in the permanently retained records of the office of the division chief.
- Item 5. These examinations are given within the agency for the purpose of determining a translator's proficiency in a particular language. Results are maintained personnelly with the individual's personnel file. Betention of the examinations for two years appears sufficient to estimy normal administrative reference needs.
- Items 4 and 6. Requirements are of two types: guide requirements (item 4). The former are processed or printed issuances that are intended to point out the general types of information to be sought in a variety of subject fields over a considerable period of time. When they are declared

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obsolete or are superseded by a new guide requirement their value to the division ceases. Since the offices or divisions that prepare such issue them maintain record copies in their own files, and since the persenent file of published translation reports adequately reflects the trends of interest of the agency, it appears that disposal of these particular copies is varranted.

The specific or individual requirements are not much more than more orders placed upon the division for the performance of specific translation services, e.g., translation of foreign language correspondence or of particular articles that would not fall into the categories prescribed in the guide requirements. Such translations, slithough not published, would remain available in the files of the requesting office. Files of orders requesting them to be made would not seem to possess my lasting intrinsic value.

Item 5. Every translation project, whether deriving from a general or a specific requirement, is covered by a project record sheet for control purposes. In the case of translations that are incorporated in published information reports, an index card is prepared embodying the same data contained on these forms; this operation is normally completed within three months after publication. The index cards remain available indefinitely to facilitate continuing reference to the reports. For unpublished translations, two years retention will permit use of the forms as an index for the period during which reference may be expected to be highest; their subsequent usefulness would not be great enough to justify longer retention.

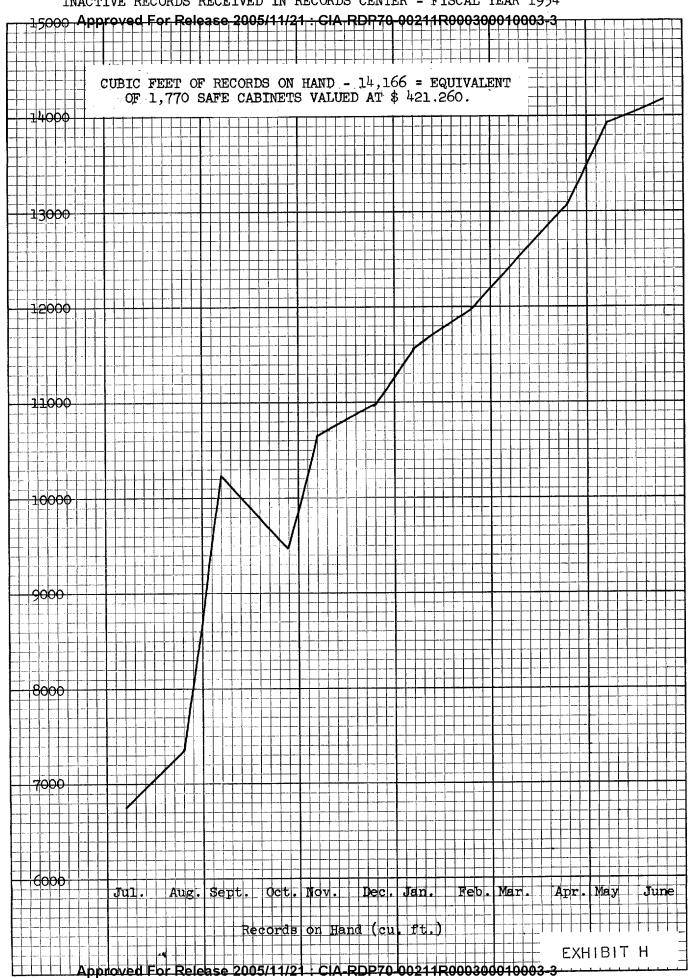
Apprecised by: Robert N. Krauskopi 541 7-7-54

Approved for the Archivists,

Tallas Irvine Chief Archivist War Records Branch

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INACTIVE RECORDS RECEIVED IN RECORDS CENTER - FISCAL YEAR 1954



INACTIVE RECORDS DESTROYED IN ACCORDANCE WITH TOTAL RECORDS DESTROYED - 516 CUBIC FEET = EQUIVALENT OF 64 SAFE CABINETS VALUED AT \$ 15,232. Aug. Sept.

